

**SUPERIOR Court of california**  
**county of marin**



**Instructions to Appellants  
for Completing the  
Notice of Administrative Appeal Form  
[Government Code § 53069.4]  
General**

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**FILING AN APPEAL**

1. You must complete the Notice of Administrative Appeal form by typing or legibly printing the form.
2. A fee of \$25.00 must be paid upon filing the Notice of Administrative Appeal in order to process the form.
3. After completing the Notice of Appeal, you must make copies for the local agency and yourself. Within 15 days of the filing of this Notice of Appeal you must file a proof of service declaring under penalty of perjury that you have served the Notice of Appeal either by mail or personal service on the agency .
4. A proof of service form is included in your Notice of Appeal packet.
5. A hearing date and time (Tuesdays at 9:30 a.m.) will be assigned by the Clerks office approximately 30 days from the date of filing the notice of appeal. Any continuance of this hearing will be granted only upon a showing of good cause. A \$14.00 filing fee is required for a continuance.

**AT THE HEARING**

1. The contents of the local agency's case file shall be received into evidence at the hearing.
2. A copy of the document or instrument of the local agency providing notice of the violation and imposition of the administrative fine or penalty shall be admitted into evidence as prima facie evidence of the facts stated therein.

**AFTER THE HEARING**

1. The court shall retain the twenty-five (\$25) fee regardless of the outcome of the appeal. If the court finds in favor of the contestant, the amount of the fee shall be reimbursed to the contestant by the local agency. Any deposit of the fine or penalty shall be refunded by the local agency in accordance with the judgment of the court.
2. If the fine or penalty has not been deposited and the decision of the court is against the contestant, the local agency may proceed to collect the penalty pursuant to the procedures set forth in its ordinance.